

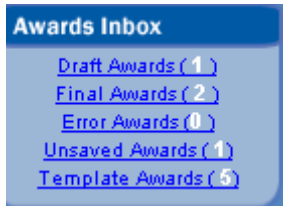
## Draft or Error report Corrections



1. At least monthly, run the DRAFT ERROR REPORT from the icon MY REPORTS. In October I suggest you run the reports weekly to ensure nothing is left unaccounted for.

2. Ask each contracting officer to complete the records that are listed, or delete them if they are a duplicate.

The records will be listed in their AWARDS or IDV INBOX under draft or error awards



3. If you wish to view these records, you will need to use advanced search:

Enter the PIID

Use the drop down box to designate whether the record is in ERROR status or DRAFT status

Change the type to either AWARD or IDV

Enter the SIGNED range that the record falls in

Click SEARCH

4. Pull the contract folder and check the record against the actual contract documents. CLICK the VALIDATE button to have the errors displayed. Correct as necessary or delete if appropriate.